



Position: Administrative Assistant

Location: 3630 E 3rd St., Los Angeles, CA 90063

Reports to: Senior Manager of Operations (Direct), Executive Director (Indirect)

Hours: Part-Time (20-24 hours/week)

Compensation: \$20hr

Desired Availability: Wed & Thurs (11:45 am - 8:15 pm) and Saturday (7:45 am - 4:15 pm)

ABOUT LAMusArt: Since 1945, LAMusArt has expanded access to high-quality arts education for children and families in East Los Angeles and surrounding communities. Through affordable and tuition-free programs in music, visual arts, dance, and theatre, we create opportunities for students of all backgrounds to develop artistic skills, build confidence, and connect through the arts.

ABOUT THE ROLE: The Administrative Assistant plays an essential role in creating a welcoming, organized, and supportive environment for LAMusArt students, families, and teaching artists. As a primary point of contact, this position supports student enrollment, family communication, and daily administrative operations. By helping families navigate our programs and ensuring teaching artists have the support they need, the Administrative Assistant contributes directly to our mission of making high-quality arts education accessible to our community.

WORK SCHEDULE: This is a part-time position with a regular schedule of 24 paid hours per week. Each shift includes two paid 15-minute breaks and one unpaid 30-minute meal period.

LAMusArt is closed on Fridays and Sundays.

- Wednesday and Thursday: 11:45 a.m. to 8:15 p.m.
- Saturday: 7:45 a.m. to 4:15 p.m.

DUTIES:

Student and Family Support

- Welcome students, families, and visitors while providing professional customer service.
- Respond to phone calls, voicemail, and general program inquiries.
- Assist with student enrollment, scheduling, accounts, and waitlist communication.

Administrative and Program Support

- Perform administrative tasks, including filing, copying, and maintaining records.
- Provide administrative assistance to teaching artists and program staff.
- Monitor office supplies and coordinate inventory needs.
- Support communication related to facility and building needs.

Events and Special Projects

- Assist with student showcases, recitals, and other program events.
- Help document and archive program activities, pictures, and milestones.
- Support additional administrative projects as assigned by leadership.

REQUIRED QUALIFICATIONS

- Associate degree or equivalent relevant professional experience. Bachelor's degree preferred.
- Must be legally authorized to work in the United States. LAMusArt does not provide sponsorship.
- Employment is subject to verification of work eligibility and applicable background screening.

DESIRED QUALIFICATIONS

- Bilingual: English and Spanish
- Experience working with children from diverse ethnic and economic backgrounds.
- At least 1 year of office experience. Retail or customer service.

HOW TO APPLY

- Please send all documents via email to:
- Senior Manager of Operations, asanon@lamusart.org; cc: hr@lamusart.org
- No phone calls, please